

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

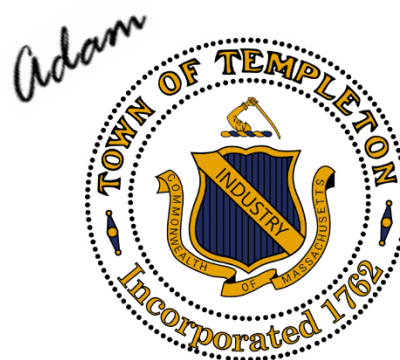
**TO:** Select Board

**FROM:** Adam Lamontagne, Town Administrator

**RE:** Administrator's Weekly Report

**DATE:** October 19, 2023

**CC:** All Departments



**Business Meeting:** (This is where we provide basic information or expand upon memorandum enclosed in your packet).

**Weekly:** Prepared packet for the upcoming Select Board meeting. Worked on the Fall Town Meeting Voter's Guide. Issued Addendum for the Tennis & Pickleball Courts at Gilman-Waite Invitation to Bid packet. Sealed bids shall be accepted at the Select Board's office at 160 Patriots Road until Wednesday, October 25, 2023, at 2:00pm, at which time they shall be publicly opened in the Town Hall conference room. Attended the quarterly meeting with Select Board Chair Currie and Advisory Chair Caplis at the Narragansett Regional School District. Finalized the Intermunicipal Agreement with Winchendon for Animal Control Services that will go in front of the Select Board for approval on October 23<sup>rd</sup>. This agreement results in cost savings for the Town of Templeton and we will be providing the Winchendon & Templeton Animal Control Officers the former Ahimsa location which is a town building.



**NOTICE: TRICK OR TREAT THIS YEAR IS ON TUESDAY OCTOBER 31, 2023 FROM 5PM – 7PM**

### **Administration & Finance**

**Town Accountant:** Processed the weekly warrant and compiled and completed the Q1 report.

**Treasurer/Collector's Office:** Three tax title payoffs this week. Motor vehicle/excise commitment 5 was due October 19<sup>th</sup> and demands will be mailed next week. Second quarter taxes are due November 1<sup>st</sup>. Cheryl attended WCTA meeting. Warrant was processed.

**Assessor:** - Handled requests for property cards and motor vehicle abatements. Deputy Assessor went on site visits on Tuesday. Worked on procurement documents for upcoming revaluation.

Justice attended the Massachusetts Association of Assessing Officer's Fall Conference on Thursday and Friday. Our office continues to receive questions regarding exemptions. The period to apply for a statutory exemption is still open. Submitting an application in October ensures any granted exemptions can be applied to 3<sup>rd</sup> and 4<sup>th</sup> Quarter tax bills.

**Town Clerk:** We are getting ready for the Special State Election. The absentee ballots have been mailed out. The warrant for the November 15<sup>th</sup> Fall Town Meeting has been posted.

### **Public Services**

**Highway:** Crew pulled road cuts and blew back leaves, etc. on Highland Ave to prep for paving. Crew worked on driveway aprons on Highland Ave.. Picked up deceased animal on Dudley Road. Replaced Stop sign on Highland Street, and a street sign on Hubbardston Road. Opened up beaver blockage on Royalston Road. Crew worked with Crack Sealing Company to assist with traffic.

**Buildings & Grounds:** Worked with highway crew on Shore Drive and Highland Avenue. The crew worked on weed whacking at Pine Grove Cemetery and started Greenlawn Cemetery. Emptied trash at Gilman Waite and Houghton Park. Picked up trash outside of the old Baldwinville Elementary School. Repaired potholes at Gilman Waite.

### **Public Safety**

**Templeton Police Department:** 10/12 – 10/19 PD 418 Calls for Service, 46 motor vehicle stops, 0 arrest. Station – HVAC Upgrade contract has been awarded with an estimated start date of February 2024. General – Approximately 95% of all officers have completed their annual firearms training. Dispatch – 593 Calls. Radio Network – Cont. to work with our radio consultant to improve our radio network. (Does not include miscellaneous calls).

**Templeton Fire Department/EMS:** 10/02/2023 – 10/15/2023 *Fire Department weekly report. (2 weeks)*

*Emergency calls:* 61

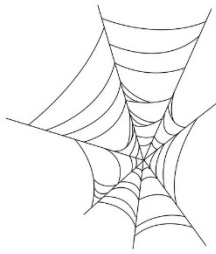
1 dispatched and cancelled, 46 EMS, 5 fire alarm, 3 hazmat, 1 high angle rescue, 1 lock out, 2 motor vehicle accidents, 1 public service, 1 smoke scare.

*Training:* interior fire attack lecture.

*Apparatus/equipment:* 4 gas meter from ladder 1 still out of service for repairs, Engine 2 out of service for normal oil change and service work. While returning from service work Engine 2 developed fuel and oil leaks. It remains out of service for repairs. Engine 3 light tower is out of service for repairs. The truck itself is in service. Rescue 2 repairs made to front end suspension.

*Activities:* 7 residential and commercial inspections. Interviews held for the open fulltime firefighter/paramedic position.

*Announcements:* None



### **Development Services**

**Director** – Letter sent to individual inquiring about the status of 807 Patriots and zoning clarifying the business is not illegal; provided zoning information to 31 Patriots for possible building permit.

**Communicable Diseases** – Through October 7th, Templeton had 27 positive reports of COVID, for more info on city/town COVID numbers please go to <https://www.mass.gov/info-details/covid-19-response-reporting#covid-19-interactive-data-dashboard->. If you take an at home test and test positive, please call 978-602-2356. For information on isolation and quarantine, please go to <https://www.mass.gov/info-details/covid-19-isolation-and-quarantine-guidance-for-the-general-public>. Development Services continues to have a supply of test kits that are within the expiration period.

**Board of Health** – Complaint received about 298 Baldwinville pertaining to housing issues; letter sent to owner; provided information on asbestos remediation to 23 Fessenden; provided information for perc testing at Hubbardston, Map 3-11, Parcel 56.6; worked with Plumbing Inspector to look at work done at 38 Baldwin; continued documentation of activity at Raffaele property for pending case with Worcester District Court; continued documentation of activity at 25 Central for pending case with Worcester District Court; met with John Cormier and Eric Adamson of Templeton Fish and Game, inspected the kitchen, bar, and bathrooms with no violations noted; inspected fourteen tight tank alarms, the clubhouse wellhead and soil absorption system with no violations noted – letter to MassDEP with results to be drafted and mailed next week. Complaint received from Shore Dr about tree cutting at 7 First St – no violations noted as it is not in a wetland and less than an acre of cutting.

**Conservation Commission** – Site walks occurred this week at Lot 4 Hubbardston Road for a NOI and Elm Street/Birch Hill Dam for a NOI with the new Conservation member. Agent attended ZBA meeting. ConCom meeting was held on Monday 10/16/23 where 1 COC was issued and 3 NOIs were continued. Minutes were compiled. One more NOI is still awaiting a file number from MassDEP. Amended Forest Cutting Plan received for Earth Land Development for the development atop Stephens Way. And New Forst Cutting Plan received for 2A – Peaceful Pines. Next Conservation meeting is scheduled for 11/13/23 @ 6:30 PM.

**Community Preservation Committee** – The CPC met on Thursday 10/12/23; minutes were compiled. Admin met with the First Church representative for questions regarding a potential application. The Chair and Admin worked on the FY23 Annual Report for CPC. The next meeting is scheduled for Thursday 11/9/23 @ 7:00 PM.

**Planning Board** – The Planning Board meeting scheduled for 10/24/2023 has been cancelled due to lack of agenda items. A twenty-day appeal period elapsed for 712 Patriots, processed documentation and provided to owner for recording at Registry of Deeds.

**ZBA** – Members heard information from the owners of 46 Shore Drive and neighbors; members voted to approve the request for reduction in both the side and back offsets. Provided information on how to appeal a ZBA decision and referred to Town Clerk.

**Building Department** – Eleven Building Permits were processed this week, including: 2 for pellet stoves, 2 for HVAC ductwork, 5 for siding, windows, and door replacement, 1 for porch and 1 for attic insulation. Five Electrical Permits were issued, including 1 commercial alarm system, 1 kitchen remodel, 1 septic pump, 1 EV charger and 1 rewiring camp trailer. One Plumbing Permit was issued for a bathroom fixture. Three Gas Permits were issued for minor residential fixture upgrades. Multiple Inspections were conducted by Commissioner Hanks and 4 Certificates of Completion were issued for 2 roofs, a detached screen room, and sheetrock/insulation, as well as 1 Occupancy Certificate for a new single-family home at 124 French Road. Admin submitted warrant and 4 turnovers to Accounting and worked on Annual Report.

**Agricultural Commission** – Next meeting date to be determined.

**EDIC** – Nothing to report at this time.

*All public meetings can be viewed on TCTV YouTube*

### **Community Services**

**Director/Library:** Visitation was steady. Several back-ordered Halloween books were processed and made available. Story Hour was well attended with one new family. I met with Senior Center staff to plan for upcoming events. I spent time resolving an IT issue at the Senior Center. I compiled the Community Services FY 24 first quarter report. I prepared requests to the Capital Improvement Committee.

**Senior Services:** Special happenings this week included: a vaccine clinic, during which covid and flu shots were administered, a presentation of Healthcare Options for 2024 by SHINE volunteer, Gail Noel, an informative program with guest Pat Gale from the Templeton Cultural Council for our Talk with the Town, a basket weaving workshop, our monthly Birthday celebration and the November newsletter issue was sent to print. Staff, volunteers and visitors wore pink on Tuesday in honor of Breast Cancer Awareness. Regular weekly activities included: walking group, chair yoga and dance, pitch, card bingo, mah jong, great tours, creative stitchers and cribbage. Meals on Wheels deliveries continued throughout the week.

<b>Attendance</b>	<b>96</b>
<b>Social Service Interactions</b>	<b>19 (all fuel assistance related)</b>
<b>Volunteer</b>	<b>7</b>
<b>Transportation</b>	<b>26 rides</b>



**Templeton Community TV:** This week TCTV live-streamed two public meetings and recorded a business class at Wachusett Business Incubator. A spooky new *TCTV News* show was completed and made public on TCTV's YouTube Channel ([YouTube.com/TCTVweb](https://www.youtube.com/TCTVweb)) and Cable Channel 8. Please share if you like it!

In addition, we produced a *What's Up, Montachusett* segment for the Montachusett.TV website, a video for the Hazard Mitigation survey, and a *What's New at WBI* video. A recap of the Gardner Chamber of Commerce's Chili Chowder Taste-Off is in editing. A capital plan for FY25

and beyond was submitted for the Capital Improvements Oct. 24 meeting. The FY24 Quarter 1 report was submitted for the Oct. 25 Select Board meeting. Employee evaluations have begun.

*OF CRITICAL CONCERN:* We continue to battle audio interference problems in the Town Hall Conference Room and are seeking the source. It is causing a daily disruption of our work.

**Important dates to remember: Select Board Business Meeting: October 25, 2023**

